



COTS Dashboard Workgroup Meeting Agenda

**Thursday, February 14, 2002
DTP Conference Room
9:15 - 11:00 a.m.**

Meeting Objectives

1. Discuss Secretary of Technology IT project initiatives
 - A. Identification of IT projects and validation of project background information (Distribute memo and template)
 - B. Meeting with Secretaries to review IT strategic plans and the Dashboard Project
2. Review definition of major project and cost contained in Secretary of Technology request for project background information (Distribute definition statement)
3. Approve revised draft Dashboard charter, plan, and user acceptance test plan (Distribute revised charter, plan, and user acceptance test plan)
4. Review updated Dashboard project schedule, risk assessment, and configuration item list (Distribute updated schedule, risk assessment, and configuration item list)
5. Finalize Dashboard pilot projects (Distribute proposed list of pilot projects)
6. Overview of Project and Procurement Approval Process (PPAR) (Distribute preliminary statement of PPAR project focus, description, objectives, benefits, and scope)